

# ***SC DEPARTMENT OF CORRECTIONS***

## ***-JOB POSTING NOTICE (EOE)-***

OPENING DATE: 07/25/17

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: ADMINISTRATIVE ASSISTANT                      SCDC POSITION #: 021618

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: ADMINISTRATIVE ASSISTANT                      STATE JOB CLASS: 9999

HRLY RATE:                      \$ 016.85    SCEIS POSITION #: 61047426

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MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY  
RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY  
BE SUBSTITUTED FOR THE RELATED WORK EXPERIENCE.

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THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE  
RELATED WORK EXPERIENCE. (THIS IS A TEMPORARY POSITION PAID AT AN  
ESTABLISHED HOURLY RATE FOR HOURS WORKED. TEMPORARY POSITIONS DO NOT  
INCLUDE LEAVE, BENEFITS OR GRIEVANCE RIGHTS).

DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE SCHOOL LEADER ENSURES THAT SCHOOL  
OPERATIONS ARE CARRIED OUT EFFECTIVELY. MANAGES THE SCHOOL OFFICE  
AND PROVIDES SUPPORT TO SCHOOL STAFF. ENTERS/ MAINTAINS DATA INTO  
APPROPRIATE EDUCATIONAL DATABASES AND PROVIDES REPORTS AS REQUIRED.  
MONITORS/ MAINTAINS STUDENT ACADEMIC FOLDERS (RECORDS). PROCTOR  
STANDARDIZED TESTS. FOLLOWS UP (TRACKS) STUDENT TRANSFERS TO RECEIVING  
SCHOOL. SATISFY REQUIREMENTS OF ALL MANDATORY TRAINING (PUSD/SCDC).  
PERFORMS OTHER DUTIES AS ASSIGNED. (CLOSING DATE: UNTIL FILLED)